ODP
Office for Domestic Preparedness

Fiscal Year 2004 Urban Areas Security Initiative Grant Program

Program Guidelines and Application Kit

U.S. Department of Homeland Security

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APPENDIX A

Authorized and Unauthorized Program Expenditures

Appendix A: Authorized and Unauthorized Program Expenditures

Authorized Program Expenditures

Funding under the FY 2004 UASI Program, including mass transit systems, may be used in any of five categories: (1) planning; (2) equipment acquisitions; (3) training; (4) exercise; and (5) management and administrative (M&A). Other than a 3% cap on M&A funds, there are no restrictions on allocation of funds across these categories.

I.   Allowable Planning Costs

Planning funds may be used to pay for the following types of planning activities:

- Establishment or enhancement of mutual aid agreements
- Development or enhancement of emergency operations plans and operating procedures
- Development of terrorism prevention/deterrence plans
- Development or enhancement of response and recovery plans
- Development or enhancement of cyber security plans
- Development or enhancement of cyber risk mitigation plans
- Development of communications and interoperability protocols and solutions
- Coordination of citizen and family preparedness plans and programs, including donations programs and volunteer initiatives
- Conducting local or regional program implementation meetings
- Conducting point vulnerability assessments at critical infrastructure and development of remediation/security plans
- Conducting cyber risk and vulnerability assessments
- Development or enhancement of continuity of operations and continuity of government plans
- Hiring of full or part-time staff or contractors/consultants to assist with any of the above activities (not for the purpose of hiring public safety personnel)
- Conferences to facilitate activities listed above
- Materials required to conduct activities listed above
- Travel/per diem related to above activities

II.   Allowable Equipment Costs

The foundation of the FY 2004 SHSP and UASI authorized equipment list (AEL) is the Standardized Equipment List (SEL), which was developed by the

Interagency Board (IAB) for Equipment Standardization and Interoperability. Changes and additions to the AEL reflect input received by ODP from State and local responders and reflect a continued commitment to better serve the nation. The new AEL also comports closely with the SEL, but has additional categories and equipment. A cross-section of officials representing the U.S. Department of Homeland Security, the U.S. Department of Justice, the Public Health Service, the U.S. Department of Energy, and State and local chemical, biological, radiological, nuclear, and explosive (CBRNE) response experts assisted in the development of this authorized equipment purchase list and in identifying unallowable items.

The following list is intended as a guide. If State agencies and local units of government have questions about eligibility of equipment not specifically addressed below, the SAA must contact the assigned ODP Preparedness Officer for clarification.

Authorized equipment purchases may be made in the following categories:

1. Personal Protective Equipment (PPE)
2. Explosive Device Mitigation and Remediation Equipment
3. CBRNE Search and Rescue Equipment
4. Interoperable Communications Equipment
5. Detection Equipment
6. Decontamination Equipment
7. Physical Security Enhancement Equipment
8. Terrorism Incident Prevention Equipment
9. CBRNE Logistical Support Equipment
10. CBRNE Incident Response Vehicles
11. Medical Supplies and Limited Types of Pharmaceuticals
12. CBRNE Reference Materials
13. Agricultural Terrorism Prevention, Response and Mitigation Equipment
14. CBRNE Response Watercraft
15. CBRNE Aviation Equipment
16. Cyber Security Enhancement Equipment
17. Intervention Equipment
18. Other Authorized Equipment

1. Personal Protective Equipment - Equipment worn to protect the individual from hazardous materials and contamination. Levels of protection vary and are divided into categories based on the degree of protection afforded. The following constitutes equipment intended for use in a chemical/biological threat environment:

Level A. Fully encapsulated, liquid and vapor protective ensemble selected when the highest level of skin, respiratory, and eye protection is required. The following constitutes Level A equipment for consideration:

- Fully Encapsulated Liquid and Vapor Protection Ensemble, reusable or disposable (tested and certified against CB threats)
- Fully Encapsulated Training Suits
- Closed-Circuit Rebreather (minimum 2-hour supply, preferred), or open-circuit Self-Contained Breathing Apparatus (SCBA) or, when appropriate, Air-Line System with 15-minute minimum escape SCBA
- Spare Cylinders/Bottles for rebreathers or SCBA and service/repair kits
- Chemical Resistant Gloves, including thermal, as appropriate to hazard
- Personal Cooling System; Vest or Full Suit with support equipment needed for maintaining body core temperature within acceptable limits
- Hardhat/helmet
- Chemical/Biological Protective Undergarment
- Inner Gloves
- Approved Chemical Resistant Tape
- Chemical Resistant Boots, Steel or Fiberglass Toe and Shank
- Chemical Resistant Outer Booties

Level B. Liquid splash resistant ensemble used with highest level of respiratory protection. The following constitutes Level B equipment and should be considered for use:

- Liquid Splash Resistant Chemical Clothing, encapsulated or non-encapsulated
- Liquid Splash Resistant Hood
- Closed-Circuit Rebreather (minimum 2-hour supply, preferred), open-circuit SCBA, or when appropriate, Air-Line System with 15-minute minimum escape SCBA
- Spare Cylinders/Bottles for rebreathers or SCBA and service/repair kits
- Chemical Resistant Gloves, including thermal, as appropriate to hazard
- Personal Cooling System; Vest or Full Suit with support equipment needed for maintaining body core temperature within acceptable limits
- Hardhat/helmet
- Chemical/Biological Protective Undergarment
- Inner Gloves
- Approved Chemical Resistant Tape
- Chemical Resistant Boots, Steel or Fiberglass Toe and Shank
- Chemical Resistant Outer Booties

Level C. Liquid splash resistant ensemble, with same level of skin protection of Level B, used when the concentration(s) and type(s) of airborne substances(s) are known and the criteria for using air-purifying respirators are met. The following constitute Level C equipment and should be considered for use:

- Liquid Chemical Splash Resistant Clothing (permeable or non-permeable)
- Liquid Chemical Splash Resistant Hood (permeable or non-permeable)
- Tight-fitting, Full Facepiece, Negative Pressure Air Purifying Respirator with the appropriate cartridge(s) or canister(s) and P100 filter(s) for protection against toxic industrial chemicals, particulates, and military specific agents.
- Tight-fitting, Full Facepiece, Powered Air Purifying Respirator (PAPR) with chemically resistant hood with appropriate cartridge(s) or canister(s) and high-efficiency filter(s) for protection against toxic industrial chemicals, particulates, and military specific agents.
- Closed-Circuit Rebreather (minimum 2-hour supply, preferred), open-circuit SCBA, or when appropriate, Air-Line System with 15-minute minimum escape SCBA
- Spare cylinder/bottles for rebreathers or SCBA
- SCBA Service and repair kits
- Equipment or system batteries will include those that are rechargeable (e.g. NiCad) or non-rechargeable with extended shelf life (e.g. Lithium)
- Chemical Resistant Gloves, including thermal, as appropriate to hazard
- Personal Cooling System; Vest or Full Suit with support equipment
- Hardhat
- Inner Chemical/Biological Resistant Garment
- Inner Gloves
- Chemical Resistant Tape
- Chemical Resistant Boots, Steel or Fiberglass Toe and Shank
- Chemical Resistant Outer Booties

Level D. Selected when no respiratory protection and minimal skin protection is required, and the atmosphere contains no known hazard and work functions preclude splashes, immersion, or the potential for unexpected inhalation of, or contact with, hazardous levels of any chemicals.

- Escape mask for self-rescue

Note: During CBRNE response operations, the incident commander determines the appropriate level of personal protective equipment. As a guide, Levels A, B,

and C are applicable for chemical/biological/radiological contaminated environments. Personnel entering protective postures must undergo medical monitoring prior to and after entry.

All SCBAs **must** meet standards established by the National Institute for Occupational Safety and Health (NIOSH) for occupational use by emergency preparedness and response personnel when exposed to chemical, biological, radiological and nuclear (CBRN) agents in accordance with Special Tests under NIOSH 42 CFR 84.63(c), procedure number RCT-CBRN-STP-0002, dated December 14, 2001.

*Grant recipients **must** purchase: 1) protective ensembles for chemical and biological terrorism incidents that are certified as compliant with Class 1, Class 2, or Class 3 requirements of National Fire Protection Association (NFPA) 1994, Protective Ensembles for Chemical/Biological Terrorism Incidents; 2) protective ensembles for hazardous materials emergencies that are certified as compliant with NFPA 1991, Standard on Vapor Protective Ensembles for Hazardous Materials Emergencies, including the chemical and biological terrorism protection; 3) protective ensembles for search and rescue or search and recovery operations where there is no exposure to chemical or biological warfare or terrorism agents and where exposure to flame and heat is unlikely or nonexistent that are certified as compliant with NFPA 1951, Standard on Protective Ensemble for USAR Operations; and, 4) protective clothing from blood and body fluid pathogens for persons providing treatment to victims after decontamination that are certified as compliant with NFPA 1999, Standard on Protective Clothing for Emergency Medical Operations.*

For more information regarding these standards, please refer to the following web sites:
The National Fire Protection Association - http://www.nfpa.org
National Institute for Occupational Safety and Health - http://www.cdc.gov/niosh

2. Explosive Device Mitigation and Remediation - Equipment providing for the mitigation and remediation of explosive devices in a CBRNE environment:

- Bomb Search Protective Ensemble for Chemical/Biological Response
- Chemical/Biological Undergarment for Bomb Search Protective Ensemble
- Cooling Garments to manage heat stress
- Ballistic Threat Body Armor (not for riot suppression)
- Ballistic Threat Helmet (not for riot suppression)
- Blast and Ballistic Threat Eye Protection (not for riot suppression)
- Blast and Overpressure Threat Ear Protection (not for riot suppression)
- Fire Resistant Gloves
- Bomb blanket, Bomb Suppression Blanket, explosive devices blanket
- Dearmer/Disrupter
- Real Time X-Ray Unit; Portable X-Ray Unit

- CBRNE Compatible Total Containment Vessel (TCV)
- CBRNE Upgrades for Existing TCV
- Robot; Robot Upgrades
- Fiber Optic Kit (inspection or viewing)
- Tents, standard or air inflatable for chem/bio protection
- Inspection mirrors
- Ion Track Explosive Detector

3. CBRNE Search and Rescue Equipment - Equipment providing a technical search and rescue capability for a CBRNE environment:

- Hydraulic tools; hydraulic power unit
- Listening devices; hearing protection
- Search cameras (including thermal and infrared imaging)
- Breaking devices (including spreaders, saws, and hammers)
- Lifting devices (including air bag systems, hydraulic rams, jacks, ropes, and block and tackle)
- Blocking and bracing materials
- Evacuation stretchers, baskets, and chairs (for evacuation of disabled personnel)
- Ventilation fans
- Rescue ropes and ladders (including rescue pulley systems)
- Confined Space Kits (such as MSA Watchman)
- Underwater equipment including: lights, metal detectors, communication and video units, lift bags, water rescue helmets, ice hooks, buoyancy compensator, and underwater scooter/DPV
- SCUBA equipment including: exposure and pressurized suites, face masks, regulators, air tanks, and pony bottles.

4. Interoperable Communications Equipment - Equipment and systems providing connectivity and electrical interoperability between local and interagency organizations to coordinate CBRNE response operations. When utilizing ODP program funds in the category of Interoperable Communications Equipment to build, upgrade, enhance, or replace communications systems, grantees and sub-grantees should develop a comprehensive interoperable communications plan before procurement decisions are made. Guidance for development of interoperable communications plans is provided in **Appendix E**.

- Land Mobile, Two-Way In-Suit Communications (secure, hands-free, fully duplex, optional), including air-to-ground capability (as required)
- Antenna and tower systems
- Leasing and rental of tower space
- Personnel Alert Safety System (PASS) (location and physiological monitoring systems optional)
- Personnel Accountability Systems

- Individual/portable radios, software radios, portable repeaters, radio interconnect systems, satellite phones, batteries, chargers and battery conditioning systems
- Computer systems designated for use in an integrated system to assist with detection and communication efforts (must be linked with integrated software packages designed specifically for chemical and/or biological agent detection and communication purposes)
- Aviation and maritime security voice and data transmission equipment
- Portable Meteorological Station (monitors temperature, wind speed, wind direction and barometric pressure at a minimum)
- Computer aided dispatch systems and enhancement of 911 systems, and mobile computer data systems to include pagers, palm pilots, and cell phones
- Commercially available crisis management software
- Mobile Display Terminals

Note: In an effort to improve emergency preparedness and response interoperability, all new or upgraded radio systems and new radio equipment should be compatible with a suite of standards called ANSI/TIA/EIAA-102 Phase I (Project 25). These standards have been developed to allow for backward compatibility with existing digital and analog systems and provide for interoperability in future systems. The FCC has chosen the Project 25 suite of standards for voice and low-moderate speed data interoperability in the new nationwide 700 MHZ frequency band. The Integrated Wireless Network (IWN) of the U.S. Justice and Treasury Departments has also chosen the Project 25 suite of standards for their new radio equipment. In an effort to realize improved interoperability, all radios purchased under this grant should be APCO 25 compliant.

5. Detection Equipment - Equipment to sample, detect, identify, quantify, and monitor for chemical, biological, radiological/nuclear, and explosive agents throughout designated areas or at specific points, including equipment necessary to enhance laboratory detection capabilities:

Chemical
- M-8 Detection Paper for chemical agent identification
- M-9 Detection Paper (roll) for chemical agent (military grade) detection
- M-256 Detection Kit for Chemical Agent (weapons grade—blister: CX/HD/L; blood: AC/CK; and nerve: GB/VX) detection
- M-256 Training Kit
- M-18 Series Chemical Agent Detector Kit for surface/vapor chemical agent analysis
- Hazard Categorizing (HAZCAT) Kits
- Photo-Ionization Detector (PID)
- Flame Ionization Detector (FID)
- Surface Acoustic Wave Detector

- Gas Chromatograph/Mass Spectrometer (GC/MS)
- Ion Mobility Spectrometry
- Stand-Off Chemical Detector
- M-272 Chemical Agent Water Test Kit
- Colormetric Tube/Chip Kit specific for TICs and CBRNE applications
- Multi-gas Meter with minimum of O2 and LEL
- Leak Detectors (soap solution, ammonium hydroxide, etc)
- pH Paper/pH Meter
- Waste Water Classifier Kit
- Oxidizing Paper
- Protective cases for sensitive detection equipment storage and transport

Biological
- Point Detection Systems/Kits (Immunoassay or other technology)

Radiological/Nuclear
- Radiation detection equipment (electronic or other technology that detects alpha, beta, gamma, and high intensity gamma)
- Personal Dosimeter
- Scintillation Fluid (radiological) pre-packaged
- Radiation monitors

Explosive
- Canines (initial acquisition and initial operational capability only)

6. Decontamination Equipment - Equipment and material used to clean, remediate, remove or mitigate chemical and biological contamination:

Chemical
- Decontamination system for individual and mass application with environmental controls, water heating system, showers, lighting, and transportation (trailer)
- Decon Litters/roller systems
- Extraction Litters, rollable
- Runoff Containment Bladder(s), decontamination shower waste collection with intrinsically-safe evacuation pumps, hoses, connectors, scrub brushes, nozzles
- Spill Containment Devices
- Overpak Drums
- Non-Transparent Cadaver Bags (CDC standard)
- Hand Carts
- Waste water classification kits/strips

Biological
- HEPA (High Efficiency Particulate Air) Vacuum for dry decontamination

7. Physical Security Enhancement Equipment - Equipment to enhance the physical security of critical infrastructure.

Surveillance, Warning, Access/Intrusion Control
- Ground
    - Motion Detector Systems: Acoustic; Infrared; Seismic; Magnetometers
    - Barriers: Fences; Jersey Walls
    - Impact Resistant Doors and Gates
    - Portal Systems; locking devices for access control
    - Alarm Systems
    - Video Assessment/Cameras: Standard, Low Light, IR, Automated Detection
    - Personnel Identification: Visual; Electronic; Acoustic; Laser; Scanners; Cyphers/Codes
    - X-Ray Units
    - Magnetometers
    - Vehicle Identification: Visual; Electronic; Acoustic; Laser; Radar

- Waterfront
    - Radar Systems
    - Video Assessment System/Cameras: Standard, Low Light, IR, Automated Detection
    - Diver/Swimmer Detection Systems; Sonar
    - Impact Resistant Doors and Gates
    - Portal Systems
    - Hull Scanning Equipment
    - Plus all those for Ground
    - Vessel Barriers

Sensors – Agent/Explosives Detection
- Chemical: Active/Passive; Mobile/Fixed; Handheld
- Biological: Active/Passive; Mobile/Fixed; Handheld
- Radiological
- Nuclear
- Ground/Wall Penetrating Radar

Inspection/Detection Systems
- Vehicle and Cargo Inspection System – Gamma-ray
- Mobile Search and Inspection System – X-ray
- Non-Invasive Radiological/Chem/Bio/Explosives System – Pulsed Neutron Activation

Explosion Protection
- Blast/Shock/Impact Resistant Systems
- Protective Clothing

- Column and Surface Wraps; Breakage/Shatter Resistant Glass; Window Wraps
- Robotic Disarm/Disable Systems

Support Equipment for Continuation of Critical Infrastructure Operations
- Large fixed generators
- Fuel storage containers
- Back-up operating computer hardware and programming software
- Self-monitoring sensors and alarms

8. Terrorism Incident Prevention Equipment (Terrorism Early Warning, Prevention, and Deterrence Equipment and Technologies) - State and local emergency preparedness, prevention and response agencies will increasingly rely on the integration of emerging technologies and equipment to improve jurisdictional capabilities to deter and prevent terrorist incidents. This includes, but is not limited to, equipment and associated components that enhance a jurisdiction's ability to disseminate advanced warning information to prevent a terrorist incident or disrupt a terrorist's ability to carry out the event, including information sharing, threat recognition, and public/private sector collaboration.

- Data collection/information gathering software
- Data synthesis software
- Geographic Information System (GIS) information technology and software
- Law enforcement surveillance equipment
- GIS plotter software and printers
- Joint Regional Information Exchange System (JRIES)
- Alert and notification equipment that allows for real-time dissemination of information and intelligence. Examples of this equipment include cellular phones, pagers, text messaging, etc.
- Hardware, software and internet-based systems that allow for information exchange and dissemination
- Fees for use of databases containing terrorist threat information
- Facial recognition hardware and software

9. CBRNE Logistical Support Equipment - Logistical support gear used to store and transport the equipment to the CBRNE incident site and handle it once onsite. This category also includes small support equipment including intrinsically safe (non-sparking) hand tools required to support a variety of tasks and to maintain equipment purchased under the grant, as well as general support equipment intended to support the CBRNE incident response. The State should also consider procurement of software to assist in tracking and maintaining statewide equipment assets.

- Equipment trailers
- Staging tents and portable shelter units
- Weather-tight containers for equipment storage
- Software for equipment tracking and inventory
- Handheld computers for Emergency Response applications
- Small hand tools
- Binoculars, head lamps, range finders and spotting scopes (not for weapons use)
- Night vision goggles
- Light and heavy duty generators to operate search and rescue equipment, light sets, water pumps for decontamination sets
- Light sets for nighttime operations/security (including emergency light poles)
- Electrical current detectors and DC to AC inverter equipment
- Equipment harnesses, belts, and vests (including incident command vests)
- Isolation containers for suspected chemical/biological samples
- Bull horns and other PA systems
- Traffic and crowd control devices (traffic and reflective cones, arrow and zone signs, portable barriers)
- Water pumps for decontamination systems
- Bar code scanner/reader for equipment inventory control
- Badging system equipment and supplies
- Cascade system for refilling SCBA oxygen bottles
- SCBA fit test equipment and software to conduct flow testing
- Testing equipment for fully encapsulated suits and respirators
- Cooling/heating/ventilation fans (personnel and decontamination tent use)
- HAZMAT gear bag/box

10. CBRNE Incident Response Vehicles - This category includes special-purpose vehicles for the transport of CBRNE response equipment and personnel to the incident site. Licensing and registration fees are the responsibility of the jurisdiction and are not allowable under this grant. In addition, general-purpose vehicles (squad cars, executive transportation, etc.), fire apparatus, and non-CBRNE tactical/armored assault vehicles are not allowable. Allowable vehicles include:

- Mobile command post vehicles
- Hazardous materials (HazMat) response vehicles
- Bomb response vehicles
- Prime movers for equipment trailers
- 2-wheel personal transport vehicles for transporting fully suited bomb technicians, Level A/B suited technicians to the Hot Zone
- Multi-wheeled all terrain vehicles for transporting personnel and equipment to and from the hot zone
- Mobile Command Unit

- Mobile Morgue Unit
- Response vehicles to deploy bomb, hazmat, and special weapons personnel, equipped to detect chemical, biological and radiological materials; these vehicles may be armored to protect these personnel from explosions and projectiles when required to enter hot zones.

11. Medical Supplies and Limited Types of Pharmaceuticals - Medical supplies and pharmaceuticals required for response to a CBRNE incident at the advanced life support level. Grantees are responsible for replenishing items after shelf-life expiration date(s).

Medical Supplies
- Automatic biphasic external defibrillators and carry bags
- Equipment and supplies for establishing and maintaining a patient airway (to include OP and NG airways; ET tubes, styletes, blades, and handles; portable suction devices and catheters; and stethoscopes for monitoring breath sounds)
- Blood pressure cuffs
- IV administration sets (macro and micro) and pressure infusing bags
- IV catheters (14, 16, 18, 20, and 22 gauge)
- IV catheters (Butterfly 22, 24 and 26 gauge)
- Manual biphasic defibrillators (defibrillator, pacemaker, 12 lead) and carry bags
- Eye lens for lavage or continuous medication
- Morgan eye shields
- Nasogastric tubes
- Oxygen administration equipment and supplies (including bag valve masks; rebreather and non-rebreather masks, and nasal cannulas; oxygen cylinders, regulators, tubing, and manifold distribution systems; and pulse oximetry, Capnography and CO2 detection devices)
- Portable ventilator
- Pulmonary fit tester
- Syringes (3cc and 10cc)
- 26 ga ½" needles (for syringes)
- 21 ga. 1 ½ " needles (for syringes)
- Triage tags and tarps
- Sterile and non-sterile dressings, all forms and sizes
- Gauze, all sizes
- Burn kits

Pharmaceuticals
- 2Pam Chloride
- Adenosine
- Albuterol Sulfate .083%

- Albuterol MDI
- Atropine 0.1 & 0.4 mg/ml
- Atropine Auto Injectors
- Benadryl
- CANA Auto Injectors
- Calcium Chloride
- Calcium Gluconate 10%
- Ciprofloxin PO
- Cyanide kits
- Dextrose
- Dopamine
- Doxycycline PO
- Epinephrine
- Glucagon
- Lasix
- Lidocaine
- Loperamide
- Magnesium Sulfate
- Methylprednisolone
- Narcan
- Nubain
- Nitroglycerin
- Normal Saline (500 and 1000 ml bags)
- Potassium Iodide
- Silver Sulfadiazine
- Sodium Bicarbonate
- Sterile Water
- Tetracaine
- Thiamine
- Valium

12. CBRNE Reference Materials - Reference materials and software designed to assist emergency preparedness and response personnel in preparing for and responding to a CBRNE incident. This includes but is not limited to the following:

- NFPA Guide to hazardous materials
- NIOSH Hazardous Materials Pocket Guide
- North American Emergency Response Guide
- Jane's Chem-Bio Handbook
- First Responder Job Aids

13. Agricultural Terrorism Prevention, Response and Mitigation Equipment - Equipment used for agricultural terrorism prevention, response and/or mitigation. ODP expanded the scope of its programs based on feedback from its constituency. To that end, an agricultural section has been incorporated into the State Homeland Security Assessment and Strategy and grant programs to assist

with preventing, responding to, and recovering from agro-terrorism events. In addition to the following categories, any of the equipment items from the authorized equipment list (AEL) may be used for agricultural homeland security efforts.

Animal Restraint
- Probangs
- Nose leads
- Lariat
- Hog snare
- Portable cattle and hog chutes
- Knee boards
- Hog paddles
- Electric prods
- Halters
- Swine mouth speculum
- Panels
- Portable pens, crates, kennels
- Leashes

Diagnostic Equipment
- Biohazard packing container
- Blood sampling supplies (needles, syringes, blood tubes)
- Biohazard bags and containers
- Sharps containers
- Animal identification supplies (back tags, marker crayons, waterproof tape and pens)
- Specimen containers
- Ice packs for shipping and access to freezer

Cleaning, Disinfection, and Fumigation
- Bleach
- Potassium bromide
- Other surface and topical disinfectants
- Soda ash
- Sodium hydroxide and vinegar
- Disposal Equipment and Supplies
- Draglines
- Heavy plastic liners

Burning and Incinerating Supplies
- Clean fuel oil and other incineration materials
- Portable incinerators

Depopulation
- Euthanasia solution

- Captive bolt pistol (appropriate gauge)
- Lining and covering for buried waste
- General
- Euthanasia guidelines
- Animal handling guidelines
- Quarantine forms
- Plastic file boxes or filing cabinets
- Chisel
- Disposable scalpels/blades
- Surgical scissors
- Pliers
- Forceps
- Identification system for animals
- Reference materials for specific animal management in disasters/agro-terrorism

14. CBRNE Response Watercraft – This category allows for the purchase of surface boats and vessels **for port homeland security purposes**, including prevention and response. Allowable costs also include the purchase of customary and specialized navigational, communications, safety, and operational equipment necessary to enable such watercraft to carry out their homeland security mission.

Licensing, registration fees, insurance, and all ongoing operational expenses are the responsibility of the grantee or the local units of government and are not allowable under this grant.

15. CBRNE Aviation Equipment – This category allows for the purchase of special-purpose aviation equipment where such equipment will be utilized primarily **for homeland security objectives** and permissible program activities, and provides that the local unit of government certified that it has an operating aviation unit and that the costs for operation and maintenance of such equipment will be paid from non-grant funds. Aviation equipment is defined as fixed-wing aircraft, helicopters, and air-safety containers for CBRNE prevention, response, mitigation and/or remediation. Allowable costs include the purchase of customary and specialized navigational, communications, safety, and operational equipment necessary for CBRNE prevention, response and/or recovery.

Prior to obligating funds for this category of equipment, grantees must obtain a waiver from Department of Homeland Security Secretary through ODP by first consulting with their ODP Preparedness Officer, providing a detailed justification for obligating funds in this category, and receiving approval to obligate funds.

Licensing, registration fees, insurance, and all ongoing operational expenses are the responsibility of the grantee or the local units of government and are not

allowable under this grant. In addition, the purchases of general-purpose public safety aircraft such as, but not limited to, firefighting planes or police helicopters are not allowable. Furthermore, local units of government, including State agencies, must certify that they have an operating aviation unit and that no expenses will be charged against the grant award for the operation of such aviation unit. Also prohibited is aviation equipment acquisition that is inconsistent with the State's updated homeland security assessment and strategy.

16. Cyber Security Enhancement Equipment
- Intrusion detection devices and systems
- Configuration management and patch dissemination tools
- Scanning and penetration tools
- Geographic information systems
- Encryption systems
- Firewall and authentication technologies
- Network traffic monitoring and analysis systems
- Security hardware and software countermeasures to protect against cyber attacks

17. Intervention Equipment – This category allows for the purchase of specialized law enforcement equipment that is necessary to further enhance their capabilities to prevent domestic terrorism incidents. Grantees are reminded that they must comply with 28 CFR, Parts 66 and 70. In addition, when procuring any Title III equipment, grantees must strictly adhere to requirements of 18 U.S.C., Part I, Chapter 119, Section 2512, pertaining to the manufacture, distribution, possession, and advertising of wire, oral, or electronic communications interception devices. This category includes but is not limited to the following:
- Tactical entry equipment (not including weapons)
- Title III Equipment (Pin registers)
- Specialized response vehicles and vessels

18. Other Authorized Equipment and Related Costs
- Installation costs for authorized equipment purchased through ODP grants
- Maintenance contracts for authorized equipment purchased through ODP grants and acquired through ODP's Homeland Defense Equipment Reuse (HDER) Program
- Multiple Integrated Laser Engagement System (MILES)
- Training on CBRNE and cyber security equipment by vendors or local entities – DHS encourages the use of Domestic Preparedness Equipment Technical Assistance Program (DPETAP) for equipment training; however, manufacturer/vendor equipment training, the cost of overtime to attend the training, and costs related to having vendors provide training on equipment to State and/or local units of government is allowed to facilitate the training on and fielding of equipment.
- Shipping costs for equipment
- Sales tax on equipment

III.   Allowable Training Costs

Funds may be used to enhance the capabilities of State and local emergency preparedness and response personnel through development of a State and urban area homeland security training program. Allowable training-related costs include: 1) establishment of CBRNE and cyber security training programs within existing training academies, universities or junior colleges; and 2) **overtime and backfill costs** associated with attendance at ODP-sponsored and approved CBRNE and cyber security training courses.

The target audience for training courses funded must be emergency preparedness, prevention and response personnel, emergency managers and public/elected officials within the following disciplines: firefighters, law enforcement, emergency management, emergency medical services, hazardous materials, public works, public health, health care, public safety communications, governmental administrative, cyber security and private security providers. Awareness training for citizen preparedness is also allowable. Grantees using these funds to develop their own courses should address the critical training areas and gaps identified in the State Homeland Security Strategy and the Urban Area Homeland Security Strategy must adhere to the ODP Emergency Responder Guidelines and ODP prevention and deterrence guidelines. These guidelines and ODP Training Doctrine may be found at: http://www.ojp.usdoj.gov/odp/whatsnew/whats_new.htm.

Grantees who wish to use grant funds to support attendance at and/or development of non-ODP sponsored training, must receive approval from ODP prior to using funds for this purpose. Please see Appendix D for the ODP Training Approval Process. Grantees and sub-grantees using funds to develop courses or to attend non-ODP courses will be required to report the number of individuals trained, by discipline and course level, in their BSIRs (see **Appendix C**).

To facilitate the development of training consistent with the ODP Emergency Responder Guidelines and Prevention and Deterrence Guidelines, States are encouraged to adopt the current ODP awareness and performance level courses noted below.

- Campus Law Enforcement Awareness Training on WMD
- AWR-100 Emergency Response to Terrorism: Basic Concepts
- AWR-101 Emergency Response to Terrorism: Basic Concepts(Train-the-Trainer)
- AWR-102 Emergency Response to Terrorism: Basic Concepts (Self-Study)
- AWR 103 WMD Crime Scene Management for Emergency Responders
- AWR-110 Terrorism Awareness for Emergency Responders (Internet)

- AWR-111 Emergency Medical Services (EMS): Basic Concepts for WMD Incidents (Internet)
- AWR-112 Public Works: Basic Concepts for WMD Incidents (Internet)
- AWR-120 Law Enforcement Response to WMD – Awareness
- AWR-121 Law Enforcement Response to WMD – Awareness (Train-the-Trainer)
- AWR-130 Incident Response to Terrorist Bombings – Awareness
- AWR-140 WMD Radiological/Nuclear Awareness
- AWR-141 WMD Radiological/Nuclear Awareness (Train-the-Trainer)
- PER-200 Managing Civil Actions in Threat Incidents (MCATI): Basic Course (Train-the-Trainer)
- PER-225 Law Enforcement Response to WMD – Operations Level (Train-the-Trainer)
- PER-251 Emergency Response to Terrorism: Operations Course (Train-the-Trainer)

Note: In order to deliver these courses, State and local instructors must have been certified to deliver the course by successfully completing ODP's Train-the-Trainer course delivery.

For a detailed description of each of these courses, please refer to the ODP WMD Training Course Catalog located at http://www.ojp.usdoj.gov/odp/. Programs of instruction for these courses will be made available upon request for incorporation in State and local training programs. States and local jurisdictions may also use funds to develop further advanced-level training for incorporation into their training delivery systems. To assist with these activities, ODP will make programs of instruction for its advanced, technical level courses available upon request. Please note, grantees developing advanced level courses will still need to submit final curricula to ODP for approval in order to support development or delivery with ODP funds. The ODP name or logo may not be used in conjunction with courses that have not been developed by ODP.

In addition, allowable training-related costs include:

1. **Overtime and backfill funding for emergency preparedness and response personnel attending ODP-sponsored and approved training classes** - Payment of overtime expenses will be for work performed by award (SAA) or sub-award (urban area) employees in excess of the established work week (usually 40 hours). Further, overtime payments are allowed only to the extent the payment for such services is in accordance with the policies of the State or unit(s) of local government and has the approval of the State or the awarding agency, whichever is applicable. In no case is dual compensation allowable. That is, an employee of a unit of government may not receive compensation from their unit or agency of government AND from an award for a single period of time (e.g., 1:00 pm to 5:00 pm), even though such work may benefit

both activities. Fringe benefits on overtime hours are limited to FICA, Workers' Compensation, and Unemployment Compensation.

2. **Training Workshops and Conferences** - Grant funds may be used to plan and conduct training workshops or conferences to include costs related to planning, meeting space and other meeting costs, facilitation costs, materials and supplies, travel, and training plan development.

3. **Full or Part-Time Staff or Contractors/Consultants** - Full or part-time staff may be hired to support training-related activities. Payment of salaries and fringe benefits must be in accordance with the policies of the State or local unit(s) of government and have the approval of the State or the awarding agency, whichever is applicable. The services of contractors/consultants may also be procured by the State in the design, development, conduct, and evaluation of CBRNE training. The applicant's formal written procurement policy or the Federal Acquisition Regulations (FAR) must be followed.

4. **Travel** - Travel costs (i.e., airfare, mileage, per diem, hotel, etc.) are allowable as expenses by employees who are on travel status for official business related to the planning and conduct of the training project(s) or for attending ODP-sponsored courses. These costs must be in accordance with either the federal or an organizationally approved travel policy.

5. **Supplies** - Supplies are items that are expended or consumed during the course of the planning and conduct of the training project(s) (e.g., copying paper, gloves, tape, and non-sterile masks).

6. **Other Items** - These costs include the rental of space/locations for planning and conducting training, badges, etc.

IV. Allowable Exercise Costs

Funds may be used to plan for, design, develop, conduct, and evaluate exercises that train homeland security preparedness, prevention and response personnel, evaluate prevention and response plans, policy, procedures and protocols, and assess the readiness of jurisdictions to prevent and respond to a terrorist attack. Exercises must be threat and performance-based, in accordance with ODP's Homeland Security Exercise and Evaluation Program (HSEEP) manuals. These manuals provide explicit direction on the design, conduct, and evaluation of terrorism exercises. Exercises conducted with ODP support (grant funds or direct support) must be managed and executed in accordance with HSEEP. (See www.ojp.usdoj.gov/odp/exercises/State.htm) After Action Reports (AAR) must be provided to ODP within 60 days following completion of each exercise. ODP Exercise Managers will be assisting their assigned States throughout

development and implementation of exercise programs. States and local units of government should consider their ODP Exercise Managers as their point of contact for questions and concerns regarding implementation of the HSEEP.

Grantees that wish to expend funds on models, games, or simulations must consult with "Review of Models, Simulations, and Games for Domestic Preparedness Training and Exercising, Volume I," which provides an overview and analysis of existing models, games and simulations. ***This report is available at*** [***www.ojp.usdoj.gov/odp/exercises/State.htm***](http://www.ojp.usdoj.gov/odp/exercises/State.htm)

Allowable exercise-related costs include:

1. **Exercise Planning Workshop** - Grant funds may be used to plan and conduct an Exercise Planning Workshop to include costs related to planning, meeting space and other meeting costs, facilitation costs, materials and supplies, travel and exercise plan development.

2. **Full or Part-Time Staff or Contractors/Consultants** - Full or part-time staff may be hired to support exercise-related activities. Payment of salaries and fringe benefits must be in accordance with the policies of the State or unit(s) of local government and have the approval of the State or the awarding agency, whichever is applicable. The services of contractors/consultants may also be procured to support the design, development, conduct and evaluation of CBRNE exercises. The applicant's formal written procurement policy or the Federal Acquisition Regulations (FAR) must be followed.

3. **Overtime and backfill costs** – Overtime and backfill costs associated with the design, development and conduct of CBRNE exercises are allowable expenses. Payment of overtime expenses will be for work performed by award (SAA) or sub-award (urban area) employees in excess of the established work week (usually 40 hours) related to the planning and conduct of the exercise project(s). Further, overtime payments are allowed only to the extent the payment for such services is in accordance with the policies of the State or unit(s) of local government and has the approval of the State or the awarding agency, whichever is applicable. In no case is dual compensation allowable. That is, an employee of a unit of government may not receive compensation from their unit or agency of government AND from an award for a single period of time (e.g., 1:00 pm to 5:00 pm), even though such work may benefit both activities. Fringe benefits on overtime hours are limited to FICA, Workers' Compensation, and Unemployment Compensation.

4. **Travel** - Travel costs (i.e., airfare, mileage, per diem, hotel, etc.) are allowable as expenses by employees who are on travel status for official business related to the planning and conduct of the exercise project(s).

These costs must be in accordance with either the Federal or an organizationally approved travel policy.

5. **Supplies** - Supplies are items that are expended or consumed during the course of the planning and conduct of the exercise project(s) (e.g., copying paper, gloves, tape, and non-sterile masks).

6. **Implementation of HSEEP** - Costs related to setting up and maintaining a system to track the completion and submission of AARs and the implementation of corrective actions from exercises, which may include costs associated with meeting with local units of government to define procedures. (*Note: ODP is developing a national information system for the scheduling of exercises and the tracking of AAR/CAPs to reduce the burden on the States and to facilitate national assessments of preparedness.*)

7. **Other Items** - These costs include the rental of space/locations for exercise planning and conduct, exercise signs, badges, etc.

V. Allowable Management and Administrative Costs

The SAA is prohibited from using management and administrative (M&A) funds from the FY 2004 UASI Program. Local jurisdictions receiving funds through this program may use no more than 3% of the total UASI grant amount for M&A. For example, if the total award for an urban area is $1,000,000, the total M&A funds available would be $30,000.

Allowable management and administrative (M&A) expenditures may include:

- Hiring of full-time or part-time staff or contractors/consultants to assist with the management of the UASI
- Hiring of full-time or part-time staff or contractors/consultants to assist with the implementation and administration of the Urban Area Homeland Security Strategy
- Travel expenses
- Meeting-related expenses (For a complete list of allowable meeting-related expenses, please review the OJP Office of the Comptroller (OC) Financial Guide at http://www.ojp.usdoj.gov/FinGuide).
- Acquisition of authorized office equipment (*Note: Authorized office equipment includes personal computers, laptop computers, printers, LCD projectors, and other equipment or software which may be required to support the implementation of the urban area strategy*).
- Leasing and/or renting of space for newly hired personnel to administer the Urban Area Strategy Program.

Unauthorized Program Expenditures

Unauthorized program expenditures include: 1) expenditures for items such as general-use software (word processing, spreadsheet, graphics, etc), general-use computers (other than for allowable M&A activities, or otherwise associated preparedness or response functions) and related equipment, general-use vehicles, licensing fees, weapons systems and ammunition; 2) activities unrelated to the completion and implementation of the UASI Program; 3) other items not in accordance with the Authorized Equipment List or previously listed as allowable costs; and, 4) construction or renovation of facilities.